



Schoharie County Information Technology and Services

**P.O. Box 541
Schoharie, New York 12157
(518)295-8465 Phone
(518)295-8449 Fax**

Greetings potential Network Administrator candidate. I would like to give you a short overview of the position we are offering.

The current network responsibilities have been updated on the included job description below. This is a civil service job that requires passing a NYS exam in order to become permanent in the position. You will be working on site at the County Office Building in Schoharie, NY with working hours 9a-5p.

This position is in the local CSEA bargaining union. The agreement between the County and the CSEA does have provisions of Health and Dental insurance. There is Vacation, Sick, and Personal time allowances per the Contract.

The starting salary is as posted at \$51,632. There are salary increases as part of the union Contract. The current salary ranges for grade 19 are \$51,632 to \$63,607.

If you are interested in applying for this position, you must fill out the included employment application and return it to the Schoharie County Personnel Office, PO Box 675 / 284 Main Street, Schoharie, NY 12157. Resume's alone will not be considered without the application.

Scott Haverly, Director

The Schoharie County Information Technology and Services Department
is seeking candidates for a

NETWORK ADMINISTRATOR

CSEA Grade 19 Salary: \$51,632

This will be a provisional appointment; permanent appointment will be contingent upon successful completion of a civil service examination and becoming reachable on the resulting eligible list.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a New York State or regionally accredited college or university with a bachelor's degree or higher in: Management Information Systems, Computer Science, Information Resources Management, Information Technology or a closely related field; and
 - (1) 3 years of experience in installation, maintenance and support of computer and network hardware, including Cisco Network configuration; and
 - (2) 3 years of experience supporting computer and network software, including Microsoft and LINUX server operating systems;
- OR**
- (B) Graduation from a New York State of regionally accredited college or university with an associate's degree in a field listed in (A), and 5 years of experience as stated in (A)(1) and 5 years of experience as stated in (A)(2).

Employment applications are available at the Schoharie County Personnel Office

Or on-line at:

<https://www2.schohariecounty-ny.gov/PdfPostingsWebApp/faces/ExamAnnouncementIndex.xhtml>

Please submit an employment application by the
close of business on June 27, 2016 to the
Schoharie County Personnel Office
PO Box 675 / 284 Main Street
Schoharie, NY 12157

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **NETWORK ADMINISTRATOR**

Jurisdictional Class: **Competitive**

Date Adopted: **5/20/16**

Date Revised:

Jurisdictions: **County**

Union Status: **CSEA**

Pay Grade: **19**

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for administering the operation of a wide and/or local area network computer system and providing technical systems support in the development, maintenance and enhancement of network computer systems, equipment, and software. Incumbent performs network system functions which involve adding users, defining, establishing, and enforcing security access to data; identifying device and access paths and availability; configuring network hardware; building network file servers; customizing applications to ensure proper functioning in a network environment; and researching new products. Incumbent reports directly to and works under the general supervision of the Director. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Daily administration of infrastructure, including but not limited to: firewall hardware and software, Access Control Server, Proxy Server, VPN, Security Tokens, Wi-Fi Security, various vulnerability assessment tools, switches, routers, NetApp storage, IBM blade centers, Cisco network management, Intel based servers, LINUX and LINUX-like operating systems, MS-Windows server products, and VMware V-sphere administration;

Installs, configures, and supports an organization's local area network (LAN), wide area network (WAN), and internet systems or a segment of a network system. (Includes setting up and maintaining IT firewalls, routers, IP subnets, and networked storage. Includes the installation of all network hardware and software and make needed upgrades and repairs);

Administers network security measures;

Monitors the network to ensure network availability to all systems and users;

May perform necessary maintenance to support network availability, which includes the monitoring of website performance to ensure websites operate correctly and without interruption;

Adds users to a network and assigns and updates security permissions on the network. (Includes performing network address assignment, assignment of configuration of authentication and authorization of directory services, VPN gateways, and assign routing protocols and routing table configuration);

Documents support procedures specific to network systems to be utilized by Network Specialists;

Updates network configuration documentation.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of LINUX and Windows Server operating systems; Ability to administer mail, DNS, web, and database servers; Thorough knowledge of OSI networking (OSI mode, Ethernet, ARP, IP, TCP, UDP, DNS, SMTP, HTTP, NFS, SSL, etc.); Ability to administer VMware and Cisco 890/2911 ISA Routers.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a New York State or regionally accredited college or university with a bachelor's degree or higher in: Management Information Systems, Computer Science, Information Resources Management, Information Technology or a closely related field; **and**
- (1) 3 years of experience in installation, maintenance and support of computer and network hardware, including Cisco Network configuration; **and**

Last Reviewed:

Last Updated:

Reviewed by:

Last Reallocated:

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title:

NETWORK ADMINISTRATOR

(2) 3 years of experience supporting computer and network software, including Microsoft and LINUX server operating systems; **OR**

(B) Graduation from a New York State of regionally accredited college or university with an associate's degree in a field listed in (A), and 5 years of experience as stated in (A)(1) and 5 years of experience as stated in (A)(2).

Last Reviewed:
Last Updated:
Reviewed by:
Last Reallocated:



Schoharie County Employment Application

Schoharie County is an Equal Opportunity and EEO/Affirmative Action Employer committed to excellence through diversity. Employment offers are made on the basis of qualifications and without regard to race, sex, religion, national or ethnic origin, disability, age, veteran status, or sexual orientation.

PLEASE TYPE OR PRINT. Complete the entire application. You may attach a résumé, but you must still complete all questions or your application will be deemed incomplete and may not be considered.

Please fill out each box (do not just indicate "See résumé.")

Name (Last, First, MI):		Date:	
Street Address:		Position Applying For:	
City, State, Zip:		Department:	
Mailing Address: (If different from above)		Social Security #:	
City, State, Zip:			
Home Phone:	Work Phone:	Other Phone:	
Other names under which you have attended school or been employed:			
Are you eligible to work in the United States?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Are you 18 years of age or older?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If NO, what is your current age?	
Are you currently employed at Schoharie County?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, what is your current job title & department?	
Have you ever been employed by Schoharie County?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, dates of employment & reason for leaving:	
If required for position, do you have a valid driver's license?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, State of issuance, license # & exp. date:	

EDUCATION

Name of School	City/State	Did you graduate?	If No, # of years left to graduate	If Yes, date of Graduation	Degree received	Major
High School:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
GED Certificate #:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
Other School:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No				

Other credentials/licenses/professional affiliations, etc., which are relevant to the job(s) for which you are applying:
--

SKILLS: Please list technical skills, clerical skills, trade skills, etc., relevant to this position. Include relevant computer systems and software packages of which you have a working knowledge, and note your level of proficiency (basic, intermediate, expert)

WORK EXPERIENCE: Please detail your entire work history. Begin with your current or most recent employer. If you held multiple positions with the same organization, detail each position separately. Attach additional sheets if necessary. Omission of prior employment may be considered falsification of information. Please explain any gaps in employment. Include full-time military or volunteer commitments. Please **DO NOT** complete this information with the notation “See résumé.”

PLEASE NOTE: Schoharie County reserves the right to contact all current and former employers for reference information.

Dates Employed (most recent position) From: To:	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk:	Title:
Starting Salary:	Organization Name and Address:	
Final Salary:		
Supervisor’s Name, Title and Phone #:	Other Reference Name, Title and Phone #:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a final candidate
Primary duties:		Reason for Leaving:

Dates Employed From: To:	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk:	Title:
Starting Salary:	Organization Name and Address:	
Final Salary:		
Supervisor’s Name, Title and Phone #:	Other Reference Name, Title and Phone #:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a final candidate
Primary duties:		Reason for Leaving:

Dates Employed From: To:	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk:	Title:
Starting Salary:	Organization Name and Address:	
Final Salary:		
Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone #:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a final candidate
Primary duties:		Reason for Leaving:

Dates Employed From: To:	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk:	Title:
Starting Salary:	Organization Name and Address:	
Final Salary:		
Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone #:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a final candidate
Primary duties:		Reason for Leaving:

Background Check: A background check may be required for the position you are applying for so, please fill out the following information accurately:

Have you ever been convicted of any violation of law by any court of law? [] Yes [] No

PLEASE REMEMBER TO INCLUDE: Any military court martial and any guilty pleas

DO NOT INCLUDE any conviction(s) occurring before your 18th birthday, or traffic violation(s), unless the conviction was for operating a vehicle under the influence (DUI or DWI) or resulted in your driver license being suspended.

If yes, please list: Offense(s)	Date of Conviction(s)
_____	_____
_____	_____

Please Note: Not all conviction(s) will automatically disqualify you from employment but will be considered in relation to specific job requirements. Omission or misrepresentation of this information will result in employment ineligibility.

RELEASE AUTHORIZING CHECK OF APPLICANT CREDENTIALS & CERTIFICATION OF ACCURACY

(PLEASE READ AND SIGN YOUR NAME)

I certify that the information on this application and its supporting documents is accurate and complete. I understand and agree that failure to fully complete the form, or misrepresentation or omission of facts, represents grounds for elimination from consideration for employment, or termination after employment if discovered at a later date. I authorize Schoharie County to investigate, without liability, all statements contained in this application and supporting materials. In consideration of Schoharie County's evaluation of my suitability for employment, I hereby authorize the County to perform all checks of my credentials allowed by law, including but not limited to discussions with Supervisors, coworkers, friends, business associates, or other individuals that the County, in its sole discretion, believes may have relevant information regarding my suitability for employment.

I further authorize the County to perform the following checks on my credentials: request of police and/or background check, and such other checks as the County deems appropriate. I AGREE NOT to assert any claims of causes of action of any kind against the County, its agents, its employees, or any individual contacted by the County, arising out of the County's investigation. I further release and forever discharge the County, its agents, its employees, and the individuals and companies contracted by the County as part of its investigation, from any and all claims, demands, damages, actions, cause of actions, or suits of any kind of nature whatsoever arising from the County investigation of my credentials. I acknowledge that the County has made no representation of any kind as to whether employment will be offered at the conclusion of its investigation. I also understand that if I am offered a position with the County I will be required to submit to and pass a drug test and a medical physical prior to placement in a position. If employed, I will be required to furnish proof of eligibility to work in the United States, to file a State security questionnaire and State loyalty oath, and to comply with company and departmental regulations. I understand that if employed on a temporary basis, I would be paid for hours worked only, and would be ineligible for benefits including paid time off. If employed on a regular, benefits-eligible basis, I understand that I would be required to make union dues, if applicable.

I understand that I will be required to serve a probationary period for a minimum of eight (8) and/or (12) twelve weeks for a maximum of fifty-two (52) and/or (78) weeks during which time I must demonstrate my ability for continued employment with the County. I also understand that if I am hired in a Competitive position I cannot be put into the position permanently until after I have taken the required Civil Service Exam, pass and be reachable. I am aware that willfully withholding information or making false statements on this application may be the basis for dismissal from County Service.

☐ I understand that by signing below I am acknowledging that I have read and understand the above statement.

Applicant Signature: _____

Date: _____

Approved ☐ _____

Disapproved ☐ _____

Date: _____

Schoharie County Personnel & Civil Service Department

284 Main Street, Room 310 P.O. Box 675

Schoharie, NY 12157-0675

Phone: (518) 295-8374 Fax: (518) 295-8434

<http://www.schohariecounty-ny.gov>